

**INSTRUCTIONS FOR COMPLETING THE
STANDARD ENCROACHMENT PERMIT APPLICATION**

REV. 9/98

Please complete items 1 through 32. Insert "NA" if not applicable. Submit all required attachments with application.

- 1-5:** County, highway route number, highway postmile (where work is located), address of work site (if property does not have an address, enter street or road name), and city
- 6:** Distance and direction from nearest cross street to work site (e.g., 500ft north of C Street).
- 7** Portion of State right of way where work will occur (paved road, shoulder, back of curb, slope, etc.) and direction from highway center line.
- 8** Indicate whether contractor or your own forces will perform the work.
- 9-10:** Estimated start and completion dates for the permit work.
- 11-15:** Maximum depth, average depth, average width and length (in feet & meters) and existing highway surface type (concrete, asphalt, gravel, dirt, etc.) of excavation area.
- 16:** Estimated cost for all work performed in the right of way.
- 17:** Pipe or conduit material and rating, if applicable (Class III RCP, CPC, etc.).
- 18:** Pipe or conduit diameter (mm & inches).
- 19:** Voltage of electrical current or pressure of liquid or gas (in PSIG and kPa).
- 20:** Describe the material that the pipe or conduit will carry (gas, water, oil, electricity, etc.).
- 21:** Describe the work within the State right of way. If applicable, attach five (5) **complete** sets of plans, folded into 216 x 279 mm (8-1/2" x 11") sheets; specifications, calculations, maps, etc. Incomplete plans or information may delay the review process.
- 22:** Check appropriate box. If "yes", describe work on applicant's property. Attach five (5) copies of site and grading plans, folded into 216 x 279 mm (8-1/2"x11") sheets.
- 23:** Check "YES" if you are getting any permit or approval from another agency which involves an environmental determination. Check the "EXEMPT" box if the project is categorically exempt under the California Environmental Quality Act (CEQA) and provide a copy of the documentation. If a Negative Declaration (ND) or an Environmental Impact Report (EIR) has been prepared, check the appropriate box and attach a copy of the approved document and a copy of the Notice of Determination. If you check the "YES" box and provide the requested attachments, you do not need to answer 23a, 23b, or 23c.
- 23a:** Check the box(es) that apply to your project. If your project does not fit any of these categories, check "NONE OF THE ABOVE" and fill out pages 3 to 5 (Part B) which provide preliminary environmental information on your project. As lead agency, Caltrans may need to prepare a ND or EIR for your project.
- 23b:** Check appropriate box. A Historical Resource includes, but is not limited to, any object, building, structure, site, area, place, record, or manuscript that has historical or archaeological significance, or significance in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California. If you checked "YES", the project is not categorically exempt; complete pages 3 to 5 (Part B).
- 23c:** Check appropriate box. In this context, a Scenic Resource includes, but is not limited to, trees that display outstanding features of form or age; unique, massive rock formations; historic

buildings that are rare examples of their period, style, or design, or which have special architectural features and details of importance. If you checked "YES", the project is not categorically exempt; complete pages 3 to 5 (Part B).

- 24:** Full name of owner entity: organization or individual applying for permit.
- 25:** Telephone number of applicant, including area code.
- 26:** Name of authorized agent. Attach a copy of authorization from entity in item 24.
- 27:** Agent's telephone number, including area code.
- 28:** Caltrans will use this address for all correspondence.
- 29-30:** Signature and typed or printed name of applicant or authorized agent.
- 31:** Title of applicant or authorized agent signing the application.
- 32:** Date application was signed.